



Job Posting

Position Title:

McKinney-Vento Coordinator and N&D Support Analyst

Reports To:

Alyson Lerma, Director of Monitoring, Division of Consolidated Planning and Monitoring

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This position is in the Division of Consolidated Planning and Monitoring (CPM) and supports the planning and monitoring functions of the CPM office. The Coordinator is responsible for the oversight of Title IX McKinney-Vento program, which includes: overseeing the McKinney-Vento program (Title IX of ESSA), ensuring district compliance, submitting required data and related reports, collaborating with a wide variety of stakeholders, and providing technical assistance to districts. In addition, the state coordinator oversees the application and award processes for the competitive McKinney-Vento subgrant. This position will also work with the state N&D coordinator to collect data related to the Neglected and Delinquent programs and liaise with appropriate agencies to support incarcerated youth.

Specific Position Responsibilities:

- Provide support to districts on identifying and serving children and youth experiencing homelessness and on managing compliant programs.
- Design forms, templates, and resources related to the McKinney-Vento program.



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- Create and deliver presentations at state and regional conferences on related topics.
- Oversee application process for Title IX McKinney-Vento subgrant.
- Collect subgroup data from districts as required by grants and for CSPR reporting.
- Provide technical assistance to local education agencies (LEAs) and to CORE offices on McKinney-Vento programs.
- Assist CPM with ePlan Consolidated Funding Application review process including application and budget review for homeless programs and other areas as assigned.
- Participate in LEA visits for CPM results-based monitoring of LEAs for compliance with federal regulations and effective implementation of federal grants.
- Serve as liaison to USED for Homeless and Migrant programs.
- Serve as the head of the homeless advisory council and hold regular meetings.
- Serve as the TDOE point of contact for the Tennessee Homeless Task Force.
- Collect data related to the Neglected and Delinquent programs and liaise with appropriate agencies to support incarcerated youth.
- Other duties as assigned

Qualifications:

- Must have a minimum of three years of experience in the education field.
- Must hold at least a Bachelor's degree in a related field.

Preferred Qualifications:

- Minimum of three years of experience working with charter and/or non-public schools.
- Minimum of three years of experience with ESEA programs.
- Hold at least a Master's degree in a related field.

Successful candidate will exhibit the following:

- Excellence



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- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Alyson.Lerma@tn.gov. Applications are due by October 28, 2016.

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